

U.S. Army Corps of Engineers



YOUR RECORDS

OFFICIAL PERSONNEL FOLDER. Every employee has an Official Personnel Folder (OPF), the permanent official records of your personnel actions. Your record is maintained by the Civilian Personnel Operations Center (CPOC) in Fort Riley, Kansas and is available for your review. Most of the information contained in the OPF can be accessed by your supervisor electronically through the use of the MODERN Customer Service Unit (CSU). The OPF typically includes the following kinds of items: application for Federal employment (SF-171, OF-610 or resume); Notification of Personnel Action (SF-50) for almost every action affecting you: movement between jobs and organizations and changes of pay, life insurance, name, tour of duty, and the like; records of agency sponsored training prior to 1997; Suggestion and Performance Awards; statement documenting job change for personal reasons; election, declination, or waiver of life or health insurance; designation of beneficiaries; appointment affidavits; and investigative security check records, etc.

You should periodically check the records in your OPF to assure that it is up-to-date and complete. In particular, you should assure that your original application is, as necessary, updated with the “Amendment of Personal Qualifications Statement” (SF-172) or other documentation to show: additional training and/or experience not previously recorded, volunteer work, a specific percentage of your time which you devoted to one particular duty, when you regularly perform tasks which are not specifically stated in your position description, and completion of training courses or education not previously recorded.

Ordinarily the OPF and related materials may be reviewed only by you, Civilian Personnel Advisory Center (CPAC) staff and Civilian Personnel Operations Center (CPOC) staff in performing their official duties, your supervisor, or a supervisor considering you for a job in his/her organization. You are furnished the original copy of any Notification of Personnel Action form (SF-50) placed in your OPF and you should establish a file for your records.

NEVER destroy original documents, keep for future use.